

## **CHARTER FOR THE TRAINING EXECUTIVE STEERING GROUP**

### **I. PURPOSE:**

To act as consultants for the Command's workforce development strategy process and establish Command priorities for training requirements.

### **II. MEMBERSHIP:**

The Deputy Executive Director, Business Operations (DCMC-B), chairs the group. Other members include: Deputy Executive Director, Program Integration (DCMC-P); Deputy Executive Director, Contract Management Operations (DCMC-O); Representative, DCMC Command Information Officer (DCMC-AB); and Directors, Workforce Team (DCMC-BG) and Resource and Organizational Management Team (DCMC-BA). DCMC Districts will be represented by Deputy Directors from Planning & Resource Management and Operations.

### **III. OBJECTIVES:**

- Perform integrated assessments of the Command's training and development needs, determine priorities and trade-offs across the Command, and provide summary recommendations to the Resource Utilization Council (RUC).
- Review the Command's execution baseline and associated metrics to assess effectiveness and efficiency of the Training Plan.
- Make recommendations to the RUC for changes to metrics.
- Recommend the overall workforce development strategy framework needed for DCMC to meet its future skill needs.
- Provide guidance and direction on workforce development strategy/implementation and ensure the strategy is consistent with Command goals.

### **IV. METHODOLOGY:**

- Meetings will be held monthly or as the need arises.
- The Steering Group's processes will be incorporated into the appropriate One Book chapters on Training.
- **Meeting Format/Operating Procedures**
  - In addition to Steering Group members, the sessions will be open to others interested in attending.
  - The agenda will cover current issues and events, action items, feedback from HQ, District and CAO activities, and long and short-term goals/priorities.
  - Every agenda topic will have a principal presenter. Briefs can be in the form of fact sheets, simple charts, or point papers. Large presentations are not needed, nor are they encouraged. Briefs should be direct and to the point, listing the background, purpose, discussion/main issues, recommendations, and actions required.
  - To the extent possible, all read-aheads (point papers, fact sheets, or charts) will be provided to the members 48 hours prior to the meeting.

- DCMC-BG will act as the Steering Group's Secretary, and coordinate with all attendees on action items, topics for the agenda, scheduling, read-aheads, and meeting minutes.
- Actions and recommendations requiring decisions will be provided to the DCMC Commander and Executive Team.

**V. REPORTS:**

- Meeting minutes will be posted on the DCMC Home Page.
- The Steering Group will brief the DCMC Executive Council, RUC, and Special Management Review on recommendations/issues, as appropriate.

**VI. CHARTER UPDATES/CANCELLATION:**

- This Charter will be reviewed and/or updated annually. All updates will be documented in the appropriate DCMC One Book training chapters.
- This Charter, and the associated Steering Group, will remain in effect until disbanded and/or the requirement for the Steering Group no longer exists.

CHARTER APPROVAL:

COMMANDER DECISION:      APPROVE: //s// Timothy P. Malishenko (4/8/99)  
    DISAPPROVE: \_\_\_\_\_  
    OTHER: \_\_\_\_\_

D. BUTLER/DCMC-BG/767-3379/April 2, 1999

## **FORMAT FOR POINT PAPER**

**Background:**

**Purpose of Briefing:**

For Information Only or Decision Brief (state decision needed)

**Discussion of Issues:**

**Recommendations:**

**Actions Required by:**